

Victoria = Blue
Meg = Yellow

Title and Introductions

- We're from the Distance Education team at OpenEd, where we work in DE course development and maintenance.

Session Outcomes

- As our title suggests, we're here to give you tips for success when learning online, and especially when taking Distance Education (or "DE") courses. To do that, we have a few specific objectives for this presentation...

What is Online Learning?

• Why Learn Online?

- *Read slide; ad lib as needed*

• Continuum of Delivery Modes

- Normally this presentation focuses on DE, but we recognize that things are a bit different this year, and that you may be associating online learning with other types of courses as well.
- Teaching and learning activities on a spectrum based on the level of technology integration.
- Left end = F2F with no technologies; Right end = fully online DE with no F2F. Remote lies somewhere in the middle.

• Remote Course Delivery

- Response to the COVID-19 pandemic. Instructors are rapidly integrating technologies to find new ways to deliver course content and engage with learners.
- Depending on the course and the instructor, you may be engaging with remote learning in synchronous or asynchronous ways.
- It's important to note that Remote Delivery courses are not the same as DE courses, and that there will be some differences between them, in terms of how they look and feel. But many of the topics and skills we're discussing today will be useful to you for both Remote learning and learning by DE.

• Distance Education

- Distance Education courses are intentionally designed to be delivered fully online.

- The development is not in relation to an emergency and is done over a period of several months with the involvement of a subject matter expert, and instructional designer, a web technician, and other specialists.
- Course development is informed by research and best practices in online pedagogy.
- **Distance Education at UofG**
 - *Read slide; ad lib as needed*
- **Distance Education at UofG (ii)**
 - *Read slide; ad lib as needed*
- **Register for DE Courses Using UofG WebAdvisor**
 - In this screenshot, we see four offerings of the same course. You can tell which one is DE because it says DE after the course code.
- **Identifying Types of Courses in WebAdvisor**
 - In this screenshot, we see three Geography offerings.
 - Note the presence of codes we talked about earlier to distinguish remote – asynchronous, remote – synchronous, and Distance Education.
 - It will be important for you to take note of these things when registering for a course so that you know what kind of learning environment to expect. For instance, if you will be required to attend a live lecture or tutorial at a specific date and time each week.
- **See Details about DE Course Offerings via Destiny**
 - The OpenEd Student Portal is where non-degree credit students – for instance, professionals looking to upgrade credentials, or just interested members of the general public – can register for courses.
 - While UofG degree students cannot register for courses via the OpenEd portal, you may find it useful to peruse the catalogue of available courses here.
 - In the OpenEd course offerings Portal, DE courses are listed with some helpful details about the topics, assessments, and materials typically associated with each course.

How Distance Education Works

- **Defining Distance Education**
 - As we saw earlier, DE is defined by its intentionality – these courses are designed specifically for an online format, and their content, activities, assessments, and technologies are integrated accordingly.
- **How Distance Education Works**
 - *Read slide; adlib as needed*
- **Technology Requirements for DE Courses**

- Given the online format, there are some technology requirements that you should be aware of.
- DE courses at UofG are located in CourseLink, the university's online learning management system. We'll talk more about CourseLink later in this presentation.
- *Read slide; adlib as needed*
- **Learning Materials for DE Courses**
 - *Read slide; adlib as needed*
- **What to Expect in DE Courses**
 - Unfortunately, there is often still a bit of stigma around Distance Education. But you shouldn't go into your courses with lowered expectations...
- **Assessments in DE Courses**
 - *Read slide; adlib as needed*

Skills and Strategies for Successful Online Learning

- **Student Responsibilities**
 - When preparing to take a DE course, you are taking on a number of responsibilities... *read slide; adlib as needed*
- **Self-Regulation Quiz**
 - Take a moment to reflect on these questions about self-regulation. Did you answer 'yes' to most of these questions? Perhaps you answered no to some of them.
- **Self-Regulation Tips**
 - Whether you're confident in your ability to self-regulate or whether you know you have some areas to improve upon, these tips will be helpful as you prepare to take Distance Education and Remote courses this year.
- **Time Management Quiz**
 - Now, take a moment to reflect on these questions about time management. Did you answer 'yes' to most of these questions? Perhaps you answered no to some of them.
- **Time Management Tips**
 - Time management can be a tricky thing, especially when life is chaotic, as it is during a pandemic, and when you are juggling multiple tasks. We suggest the following tips to help you manage your time as an online student.
- **Technology Quiz**
 - Finally, since we're talking about online courses, we're going to ask you to take a moment to reflect on these questions about technology. Did you

answer 'yes' to most of these questions? Perhaps you answered no to some of them.

- **Technology Tips**

- Technologies are ever-changing, so it's completely ok if you feel lost sometimes. The important thing is to know where to go for help... *read slide*
- *Victoria to put links in the Q&A*

- **Developing Transferrable Skills**

- Skill development is an ongoing process, so there are likely things you know you want to work on. The good news is that, even if you aren't sure you possess all these skills, or even if you're aware of some weaknesses, being aware and working on them will lead you to success, both in school and beyond.
- Growth typically happens when you step outside of your comfort zone...
- The skills that will help you to succeed in online learning are transferrable skills that will serve you in many areas of your life, including future studies and employment.

What is CourseLink?

- **Access CourseLink**

- As noted earlier, UofG course websites live in CourseLink, the University's Learning Management System.
- To get to CourseLink, go to courselink.uoguelph.ca, click the Login button, and log in with your UofG Single Sign On credentials
- When you log in, you'll be taken to a home page showing the courses with which you are associated (either as a registered student or perhaps as a TA)

- **Start Here**

- If you're new to DE, we highly recommend that you start with the Start Here module that is within every DE course website. This module will give you a lot of practical information about technologies you'll need, how to navigate CourseLink, and how to succeed as a DE student.

- **Common Features of CourseLink Course Website Home Pages**

- Once you enter a course website from your CourseLink home, what you see will depend on the delivery format for the course. In the first screenshot, we have the homepage and navigation bar of a DE course. In the second screenshot, we see the navigation bar of a F2F course, which will be quite similar to how your Remote course navbars will look.
- Some similarities and differences between DE and Remote courses are immediately apparent:

- The course navbars feature buttons related to course content and tools, but in the DE navbar, you have a Tools dropdown menu, whereas in the remote navbar, you'll have links directly across the navbar.
- You can see Start Here on the far left of the navbar in the DE course. There may or may not be a Start Here module in your remote courses.

- **Common Features of CourseLink Course Websites**

- Once you enter the Content area of a course website, the layout will be somewhat unique, but there are some similar elements that you should be aware of:
 - There is a space where you can bookmark content pages; this is typically more helpful in a DE course where content is delivered through text and media in the course website rather than through synchronous lectures.
 - There are a series of modules in the Table of Contents and you can see the number of available/unread pages in each.
 - When you enter a module, there is a progress bar at the top and you'll get a checkmark after you access items within that module

How Do You Succeed in an Online Course?

- **Top 10 Tips for Success**
 - *Read the tips, ad-libbing as needed*

Summary

- *Read the summary, ad-libbing as needed*

Questions